



# General Program and Enrollment Guide

2026 – 2027  
Edition

## Table of Contents

School Enrollment Activities .....	4
Tiger Tracks Portal.....	5
Checklist of Graduate School Requirements After Acceptance .....	6
Turning in Vaccination Information to UofM.....	6
Advising.....	7
Registering for Classes .....	7
Applying for Financial Aid .....	8
Submitting Official Transcripts.....	9
Pay Fees.....	9
Textbook Information for Courses .....	10
DRS Accommodations .....	10
Checklist .....	11
Mid-March to May .....	11
June.....	11
July.....	11
August .....	11
CSD Dean’s Suite Administrative Team .....	12
ACADEMIC CALENDAR .....	13

## **Useful abbreviations to know:**

Semesters	Fall (F), Spring (S), Summer (U)
WOB	Students with other (not CSD) backgrounds/degrees (pronounced 'wob' like Bob)
WB	Students with CSD backgrounds (pronounced 'wib' like bib)
CHB	Community Health Building
MSHC	Memphis Speech and Hearing Center
SCSD	School of Communication Sciences and Disorders
CLASP	Clinical-Academic Support Plan
MICA	The company that provides and modifies our electronic medical records (EMR) system, scheduling, patient portal, and billing through IMS
IMS	Intelligent Medical Software, the actual EMR software (Meditab is the group that developed IMS)

## School Enrollment Activities

Activity	See page	Due Date	Renewal Frequency	Completed
Create your <i>Tiger Tracks</i> account	Pg. 4	ASAP after 4/15	n/a	
Verify your residency	Pg. 4	Prior to paying fees	Can be re-done to request in state tuition	
Update your starting semester	Pg. 4	ASAP after May quiz results are circulated if needed;	n/a	
Submit vaccine info to UofM	Pg. 5	7/31/26	n/a	
Academic advising	Pg. 6	4/22/26 (SLP) and 5/15/26 (AuD)	Every semester	
Registering for classes	Pg. 6	5/22/26 for Summer 8/14/26 for Fall	Every semester	
Applying for financial aid	Pg. 7	4/15/26	Annually	
Submitting official transcripts	Pg. 8	8/14/26	n/a	
Paying Fees	Pg. 8	<a href="#">See USBS calendar for deadlines</a>	Every semester	
Purchasing Textbooks	Pg. 9	Prior to the start of term	Every semester	
Register with DRS	Pg. 9	Any time; process can take a while		

# Tiger Tracks Portal

You should have received an email from the University of Memphis Graduate School that contained information to create your Tiger Tracks account. Upon initial login using the personal email address from your CSDCAS application and the PIN that was sent to you, you will be instructed to set a password for your account.

You will use your Tiger Tracks portal to complete a variety of tasks related to enrolling in the program. These include:

**Verifying your residency** by uploading documentation that identifies your permanent address

For a full list of accepted documents, see:

<https://www.memphis.edu/graduateadmissions/evea.php>

**Changing your starting semester** (as needed)

To update your start term for Summer/Fall 2026 please use your Tiger Tracks portal to

[Change your semester for Summer/Fall 2026 >](#)

In the green box you will select “**Change Starting Term**.”

Your Current Application	
University ID:	
Username:	
Application:	
Degree:	<b>Master of Science</b>
Major:	<b>Data Science</b>
Concentration:	
Campus:	<b>Memphis</b>
Start Term:	<b>Spring 2024</b>
Application Reference #:	<b>360866064</b>

[Change Starting Term](#)

[Add/Change Program within Department](#)

[Withdraw Application](#)

# Checklist of Graduate School Requirements After Acceptance

Click this link and be sure everything is accurate and completed:

[https://www.memphis.edu/graduateadmissions/future/next\\_steps\\_csd\\_sph.php](https://www.memphis.edu/graduateadmissions/future/next_steps_csd_sph.php)

# Turning in Vaccination Information to UofM

## Immunizations Required Under Tennessee State Law

All students registering at the University of Memphis must provide proof of immunizations. Documentation of 2 MMR immunizations or proof of immunity for Measles, Mumps, and Rubella and documentation of 2 Varicella immunizations or proof of immunity for Varicella (Chicken Pox) are required. You will not be allowed to register for your 2<sup>nd</sup> semester of classes until this documentation has been provided to the University through the process outlined below.

### **Complete directions for submitting your required vaccinations to the UofM:**

<https://www.memphis.edu/health/immunization/mmr.php>

Certificate of Immunization Form:

[https://www.memphis.edu/health/pdfs/immun\\_cert.pdf](https://www.memphis.edu/health/pdfs/immun_cert.pdf)

Immunization documents should be uploaded to:

<https://umwa.memphis.edu/immunizations>

**Note:** Please keep a copy of this documentation to upload to Exxat (the software we use to track clinic requirements and progress during your program).

# Advising

You and your academic advisor will communicate every semester for advising.

Your advisor will develop a course schedule for you. The Administrative Associate will enter your permits and clear your alternate pin. Then the Registrar will send you the list of course registration numbers (CRNs) you need to register.

# Registering for Classes

## *Login and Register*

Register online through the myMemphis portal as early as possible. Once you are in the portal, look for the *Registration Tools* portlet on your *Student* page. Also:

- Refer to the **Registration Quick Guide** for an overview of online registration.
- Each CRN is tied to an individual section of a course, so please use the specific ones you were sent.
- Course fees are not due until the beginning of the semester you are registering for. Fee payment deadlines can be found at:  
<https://www.memphis.edu/usbs/calendars/index.php>
- Your financial aid cannot be processed until you register. So do not delay signing up for courses.

# Applying for Financial Aid

Questions should be directed to the Financial Aid Office:

<https://www.memphis.edu/financialaid/howtoapply.php>

All students are encouraged to apply for financial aid.

If you are registering for the Summer 2026 term and you need funding for tuition, you will need to complete a 2025/2026 FAFSA to cover that semester. If you have an existing FAFSA from the 2025/2026 school year, you will need to have it transferred from your undergraduate or graduate school to the University of Memphis.

Students applying for financial aid to begin in Fall 2026 will need to complete the 2026/2027 FAFSA.

## **Balancing Financial Aid Across 3 Terms**

You will complete the FAFSA at the start of each new academic year. The FAFSA will be used to determine your annual maximum loan amount for the entire year, including the summer term. **The Financial Aid office is not able to proactively split the amount of money available to you over 3 semesters.**

Since our program requires you to be enrolled in the summer term, we recommend that you split your annual maximum loan amount over 3 semesters when deciding how much of it you should spend each term.

There are several strategies you can take when doing this:

- You can accept less than the maximum amount available to you to use during the fall/spring semester so that you have funds left over to cover summer expenses.
- You can save money from your fall/spring refunds to use during the summer term.
- If you have not retained any of the funding that was offered at the start of an academic year to cover your summer tuition and expenses, you can also take out a Grad PLUS loan to bridge the gap in funding.

## Submitting Official Transcripts

You must submit a copy of your official final transcript from your undergraduate University indicating that your bachelor's degree has been conferred. It typically takes 3 to 4 weeks post-graduation before a University will formally confer a degree. Official transcripts must be received directly from the Registrar's Office at your undergraduate University. **You will not be able to register for your second semester classes until your final transcript from your undergraduate degree has been received by the University of Memphis Graduate School.**

Have the Registrar at your undergraduate institution mail your transcripts to:

The University of Memphis  
Graduate Admissions  
Wilder Tower, 8<sup>th</sup> Floor  
3675 Alumni Avenue  
Memphis, TN 38152

You can also submit transcripts electronically to: [graduatetranscripts@memphis.edu](mailto:graduatetranscripts@memphis.edu)

Please be certain that you also send in official copies of your transcripts from colleges where you completed basic science coursework that will be counted toward your degree so that they will become part of your permanent student record. This would include behavioral sciences, social sciences, physical sciences, and math/statistics courses.

## Pay Fees

Pay your fees online (select your Account\$ page in the portal) or pay in person at the [University Student and Business Services](#), 115 Wilder Tower. Refer to the fee payment deadlines and other fee-related information, including fee payment methods, and possible refunds. Course fees are not due until the start of the term.

[Please click here for current dates and deadlines](#)

## Textbook Information for Courses

A current listing of textbooks for your courses can be found on the University bookstore's website:

<https://memphis.bncollege.com/>

## DRS Accommodations

Students who require access to disability-related accommodations and support will need to officially register with the Disability Resources for Students office. If you need accommodations to support you in program completion, we encourage you to contact the [Disability Resources for Students](#) office prior to beginning the program or soon after you arrive in Memphis.

# Checklist

## Mid-March to May

1. Set up your Tiger Tracks Portal
2. Verify your Residency and all Next Steps after Acceptance
3. Meet with Your Advisor
4. Register for Summer Classes (as needed)
5. Complete or Transfer your FAFSA with the University of Memphis
6. Apply for Financial Aid

## June

1. Request your Official Transcripts that show you received your bachelor's degree
2. Register for Fall Classes
3. Talk to your Program Partner
4. Attend any summer classes you are enrolled in

## July

1. Pay for and set up your Exxat Account
2. Upload your undergraduate clinic hours to Exxat (if applicable)
3. Complete your Annual Trainings
4. Contact your doctor about shot records and get any needed vaccinations
5. Have a TB skin test
6. Complete a CPR course
7. Upload your supporting documentation to Exxat for clinic requirements
8. Secure housing in Memphis
9. Accept your GA contract (if applicable)

## August

1. Complete your background check in the State of TN
2. Submit I-9 and supporting documentation for GA (if applicable)
3. Purchase your textbooks (required textbooks can be found at <https://memphis.bncollege.com/>)
4. Accept your financial aid award and pay your tuition
5. Move to Memphis (if you're not already here)
6. Attend Orientation
7. Orientation activities begin the week *before* classes start. **Please plan to be in Memphis no later than August 17th.**
8. Required orientation activities occur from August 19<sup>h</sup> through the 21<sup>st</sup>. The exact schedule of activities will be shared by mid-August.

CSD Dean's Suite Administrative Team

**Linda D. Jarmulowicz, Ph.D.**  
*Dean of the School of Communication Sciences and Disorders*  
[ljrmlwcz@memphis.edu](mailto:ljrmlwcz@memphis.edu)  
CHB 3017C

**Jennifer P. Taylor, Au.D., CCC-A**  
*Associate Dean of Academic Programs*  
[jptaylr2@memphis.edu](mailto:jptaylr2@memphis.edu)  
CHB 3017A

**Katherine Mendez, M.A., CCC-SLP**  
*Co-Director of Clinical Education, SLP*  
[krgraham@memphis.edu](mailto:krgraham@memphis.edu)  
CHB 3017G

**Adele Dunkin, M.C.D., CCC-SLP**  
*Co-Director of Clinical Education, SLP*  
[adunkin@memphis.edu](mailto:adunkin@memphis.edu)  
CHB 3017F

**Jordan Alyse Coffelt, Au.D., CCC-A**  
*Director of Clinical Education, AuD*  
[J.Coffelt@memphis.edu](mailto:J.Coffelt@memphis.edu)  
CHB 3017D

**Frances Breland**  
*Administrative Associate II*  
[fwright2@memphis.edu](mailto:fwright2@memphis.edu)  
CHB 3017B

**Joseph M. Edwards**  
*Business Officer II*  
[jmedward@memphis.edu](mailto:jmedward@memphis.edu)  
CHB 3017E

**Nicholas Anderson**  
*Administrative Assistant*  
[Nick.A@memphis.edu](mailto:Nick.A@memphis.edu)  
CHB 3017M

CSD School Phone – 901-678-5800  
MSHC Clinic Phone – 901-678-2009

**MSHC Personnel:**

**Dr. Hannah Beth Scott, Au.D., CCC-A**  
Practice Manager

**Ms. Cathy McDonald**  
Office Associate

**Ms. Marci Ingram-Jackson**  
Medical Billing Coordinator

**Ms. Carissa Richardson**  
Office Associate

# ACADEMIC CALENDAR

## Summer 2026

**Full Part of Term** (online SLP class for students with degrees outside of CSD;  
Intro to Transcription, T/R, 7-8:30PM, July 6 – Aug. 7)

- Registration and initial fee payment deadline: May 26, 2026
- Final fee payment deadline: June 1, 2026
- Clinic Orientation (Required for returning students only): May 27-29, 2026
- **First Day of Classes: June 1, 2026 / Monday**
- Juneteenth Holiday: June 19, 2026/ Friday
- Break: July 3, 2026/Friday
- Last Day of On-Site Clinic: July 31, 2026/Friday
- Last Day of Classes: August 6, 2026/ Thursday
- Exams: August 7, 2026 / Friday

## Fall 2026

### Full Part of Term

- Registration and Initial Fee deadline: August 10, 2026
- All requirements must be completed and uploaded to Exxat/Typhon:  
August 19, 2026 / Wednesday
- Students should be in Memphis: August 17, 2026
- Graduate School Orientation: August 18, 2026, 3PM – 5:30PM, TBD
- Clinic Orientation (Required): August 19 - 21, 2026
- Final Fee Payment deadline: August 24, 2026
- **First Day of Classes and Offsite Clinic: August 24, 2026 / Monday**
- First Day of Onsite Clinic: August 31, 2026 / Monday
- Labor Day: September 7, 2026 / Monday
- Fall Break: October 12-13, 2026/Monday & Tuesday
- Thanksgiving Holidays: November 25 – November  
29, 2026 / Wednesday – Sunday
- Last Day of Fall Classes: December 2, 2026
- Study Day: December 3, 2026
- Exams: December 4-10, 2026 / Friday – Thursday

## Spring 2027

### Full Part of Term

- Clinic Orientation (Required): January 13 – 15, 2027
- M. L. King, Jr. Holiday: January 18, 2027
- **First Day of Classes and Clinic: January 19, 2027**
- Spring Break: March 8 – 14, 2027
- Last Day of Classes and Clinic: April 28, 2027
- Study Day: April 29, 2027
- Exams: April 30 – May 6, 2026 / Friday - Thursday

[Access Calendar Views of the Summer and Fall Course Schedules](#)